

PROMOTION CHECKLIST

(Name, SSN, Rank and Unit of Assignment of Officer Being Considered)

	Yes	No
1. Officer has required time in grade (para 8-8 NGR 600-100 or para 7-8 NGR 600-101)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Evidence of required military education (para 8-9 NGR 600-100 or para 7-9 NGR 600-101)?	<input type="checkbox"/>	<input type="checkbox"/>
a. Military education required for promotion: _____		
b. Military education completed: _____		
3. Evidence of required civilian education (para 9-7 NGR 600-100)?	<input type="checkbox"/>	<input type="checkbox"/>
a. Civilian education required for promotion: _____		
b. Civilian education completed (transcripts on file?): _____		
4. APFT passed within previous 12 months (date: _____)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Within the weight for height standards or meets body fat standards of AR 600-9? (Attach body fat worksheet if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
6. Officer in MTOE/TDA position for new grade (date assigned to position: _____)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Current Statement ILO Physical Examination provided, physical exam (SF 2808/SF 2807-1) on file and dated within previous 5 years? Copy of SF 2808/SF 2807-1 may be attached instead if dated within one year.	<input type="checkbox"/>	<input type="checkbox"/>
8. Current Officer Evaluation Report available (THRU date of last OER: _____)?	<input type="checkbox"/>	<input type="checkbox"/>
9. Has the officer been in the ING during the previous 12 months?	<input type="checkbox"/>	<input type="checkbox"/>
10. Has the officer been considered by a DA Mandatory Promotion Board? If non-selected cannot be considered for promotion.	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the subject officer:		
a. State Active Duty?	<input type="checkbox"/>	<input type="checkbox"/>
b. Federal Technician?	<input type="checkbox"/>	<input type="checkbox"/>
c. Active Guard Reserve?	<input type="checkbox"/>	<input type="checkbox"/>
12. Is the promotion Executive Personnel Counsel directed?	<input type="checkbox"/>	<input type="checkbox"/>
a. Date of Counsel: _____		
b. Date approved by TAG: _____		
13. Is the basic request and endorsements signed by the Commander or equivalent?	<input type="checkbox"/>	<input type="checkbox"/>
14. Does the officer have a valid security clearance (date of investigation: _____)?	<input type="checkbox"/>	<input type="checkbox"/>
15. Does this officer meet all the requirements for promotion?	<input type="checkbox"/>	<input type="checkbox"/>